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Enriching Lives Through Effective And Caring Services



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Cynthia D. Banks
Director
Otto Solórzano
Chief Deputy

March 19, 2013

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**COMMUNITY AND SENIOR SERVICES DEPARTMENT:
APPROVAL TO EXECUTE MASTER AGREEMENTS FOR ADULT EMPLOYMENT PROGRAM
SERVICES
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

SUBJECT

Community and Senior Services (CSS) seeks delegated authority to 1) execute Master Agreements with forty-one (41) agencies to provide Adult Employment Program services; 2) prepare, sign and execute future Agreements for Adult Employment Program services with additional contractors; 3) allocate funding to agencies based on the release and successful award of Work Order(s) for various adult employment programs; 4) execute amendments with the recommended service providers to exercise the option to extend the agreement as appropriate, increase agreement amounts, and make standard updates to terms and conditions as necessary; and 5) extend existing Workforce Investment Act (WIA) Adult, Dislocated Worker (ADW) services in 12 areas of the County, and Rapid Response (RR) services Countywide, for one year, pending the award of WIA ADW/RR contracts under the Adult Employment Program Request for Statements of Qualifications (RFSQ). The Adult Employment Program provides integrated workforce services to adults (ages 18 and up), low-income individuals, recipients of public assistance, dislocated workers, mature workers, ex-offenders, Veterans, unemployed and the underemployed.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of CSS, or designee, to establish an Adult Employment Program Services Master Agreement list of qualified contractors and to prepare, sign and execute an Adult Employment Program Services Master Agreement (Master Agreement) with each of the forty-one (41) qualified contractors listed on Attachment A. Each Agreement for Adult Employment Program Services will be effective on the date of execution by both parties through June 30, 2015 with the

option to extend up to two (2) additional one (1) year periods, after County Counsel (Counsel) approval of the Master Agreements substantially similar as to form. Overall funding for these agencies is subject to the availability of funds each fiscal year, the agency's performance, and community needs.

2. Delegate authority to the Director of CSS, or designee, to prepare, sign and execute future Agreements for Adult Employment Program Services with additional contractors/agencies who submit Statements of Qualifications after the initial cut-off date of January 24, 2013, provided that the contractors/agencies meet all requirements and qualifications established through the Request for Statement of Qualifications (RFSQ) solicitation process, and to add these contractors to the Adult Employment Program Services Master Agreement list, after the approval of Counsel as to form and notice to the Chief Executive Office.

3. Delegate authority to the Director of CSS, or designee, to allocate funding to agencies on the Master Agreement list based on the release and successful award of Work Order(s) for various adult programs, provided that CSS advises the Board in writing of the proposed contractor selections at least 10 days in advance of sending Notification of Award letters.

4. Delegate authority to the Director of CSS, or designee, to: 1) execute future amendments to the Master Agreement for Adult Employment Program Services throughout the term effective upon execution by both parties through June 30, 2015, including exercising the option to extend the Master Agreement for Adult Employment Program Services, as appropriate; 2) execute amendments to the Master Agreement for Adult Employment Program Services throughout an exercised option-year; 3) make standard updates to the terms and condition of the Master Agreement for Adult Employment Program Services; and 4) increase or decrease the agreement amounts in response to availability of funding and contractor performance as determined by CSS, which warrants an amendment, changes which affect the total available funds, and current community needs. Execution of amendments to an Agreement for Adult Employment Program Services will be contingent upon the Director of CSS, or designee, provided that: (a) any increase does not exceed 10% of the total three (3) year maximum contract sum for each Contractor, and the total allocation does not exceed funding availability, (b) Counsel approval as to form is obtained; and (c) the Director of CSS, or designee, confirms in writing to your Board and the CEO within 10 days after such amendments have been executed.

5. Delegate authority to the Director of CSS, or designee, to execute contract amendments to extend existing WIA ADW contractors in good standing in 12 areas of the County, and RR services Countywide, for one year effective July 1, 2013 through June 30, 2014, to avoid a break in services pending the development of the Work Order(s) to be issued under the Adult Employment Program RFSQ.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The first four recommended actions will enable the Adult Employment Program to provide integrated workforce services, including unsubsidized employment services, to eligible adults in Los Angeles County. The fifth recommendation will allow the continuation of existing WIA ADW/RR services pending the award of new contracts under the Adult Employment Program RFSQ.

Performance Measures

The Adult Employment Program's success will be measured on program specific requirements, as

mandated by the funding source. These program requirements include, but are not limited to, placement into unsubsidized employment and job retention.

Implementation of Strategic Plan Goals

The recommended actions support the Countywide Strategic Plan Goal 1: Service Excellence.

FISCAL IMPACT/FINANCING

There is no net County cost associated with the recommended actions. All services will be funded from WIA funds within CSS' approved budget.

Approval of the Adult Employment Program Services Master Agreements does not guarantee any contract amount or allocation of resources. Approval of the proposed actions provides CSS a list of qualified contractors who will be solicited, through the Work Order process, to provide Adult Employment Program Services.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The current WIA ADW/RR contracts are scheduled to expire on June 30, 2013. Previously, when Requests for Proposals (RFPs) were released (as opposed to Requests for Statements of Qualifications [RFSQs]), contracts with specific agencies were granted for multiple years for specific services (e.g. Workforce Investment Act [WIA] funded Youth or Adult or Dislocated Worker services programs). When new discretionary funding opportunities became available, CSS relied on its existing procured WIA contractors to provide any additional services since funding was short-term, making lengthy formal procurements unfeasible. In an effort to increase community capacity, CSS decided to release an RFSQ instead of an RFP.

With an RFSQ, agencies must meet the requirements to be eligible to enter into a Master Agreement. Agencies that meet those requirements and ultimately execute Master Agreements will be contacted and informed of specific services required via Work Orders. Contractors responding to a Work Order would be selected based on their ability to provide the requested service at the lowest cost. Similar to how other County departments' (e.g. Internal Services Department and Department of Mental Health) Master Agreements operate, agreements with additional and/or new qualified providers may also be executed by CSS throughout the term of the Master Agreement, thereby increasing community capacity and ensuring a pool of qualified agencies to provide services, as needed.

Master Agreement contractors will provide, pursuant to validly issued Work Orders during the contract term, an array of adult employment services which may include, but are not limited to; staff-assisted job search, job referrals, workshops, career counseling, job placement assistance, on-the-job training, occupational skills training, adult and literacy activities, supportive services, and twelve (12) months post program follow-up. The funding requirements or nature of the anticipated services satisfy exceptions permitting contracts which are exempt under the provisions of Proposition A under County Code Chapter 2.121.

Contractors will not be asked to perform services which will exceed the contract rates, Scope of Work, or Master Agreement term. Under the termination provisions of the Master Agreement, County may terminate any agreement with advance written notice to Contractor. In the event of termination of the Master Agreement, County may remove the agency from the Master Agreement list.

The CEO has approved the Master Agreement provisions for possible amendments to increase the contract amount for each contractor for up to 10% of each Contractor's maximum contract sum when the increase is necessitated by additional and necessary services and available funding. The scope of the delegated authority to amend the Master Agreement has been approved by County Counsel.

CONTRACTING PROCESS

On January 7, 2013, CSS released an RFSQ to solicit Statements of Qualifications from agencies which can provide a variety of Adult Employment Program services to eligible individuals in Los Angeles County. Prior to release, interest letters were sent to over 900 agencies notifying them of CSS' intent to release the RFSQ. CSS advertised the RFSQ in accordance with federal, State and County requirements. The notification of the release of the RFSQ was published in eight (8) local news publications (L.A. Times, San Gabriel Valley Tribune, Daily News, Watts Times, Long Beach Press, Torrance Daily Breeze, Antelope Valley Press, and Hoy), and was posted on both the CSS and the Internal Services Department websites.

A total of forty-two (42) agencies, submitted Statements of Qualifications in response to the RFSQ. Of the forty-two (42) agencies, forty-one (41) agencies (as noted on Attachment A) met the qualifications set forth in the RFSQ, and therefore are being recommended to receive Master Agreements.

The Master Agreement format has been approved as to form by County Counsel. CSS staff will continue to administer the agreements and ensure that required Master Agreement provisions and CSS policies are being followed.

The proposed Master Agreement for Adult Employment Program Services is not subject to Proposition A due to: 1) the primary funding source that funds Adult Employment Program Services (the Workforce Investment Act [WIA]) requires that community-based service providers be competitively procured; 2) the primary funding source (WIA) requires that entities with expertise in the methods, techniques and of workforce activities be given priority; and 3) the Adult Employment Program services needed, and the funding sources' availability, are on an intermittent and unpredictable basis.

Extension of Current WIA ADW and Rapid Response Contracts:

After the Master Agreement is executed, the next step will be to release a Work Order(s) for the FY 13-14 WIA ADW and RR programs. However, the Los Angeles County's Local WIA Plan is being updated. The Work Order(s) will need to incorporate the strategies outlined in the WIA Plan Update, which include: 1) investing in training, skills development and career pathways to meet the needs of adult workers and priority-sector employers; and 2) implementing a strategic layoff aversion plan that helps retain workers in current jobs and provides rapid transitions to new jobs. The WIA Plan Update is targeted to go to the WIB Board in April for discussion before public hearings on the Update are conducted throughout the community. Thereafter, it will go to the State for review in June pending WIB and Board of Supervisor approval.

After final State approval, the provisions, requirements and relevant elements of the WIA Plan Update will be incorporated into the Work Order(s). While CSS is targeting release of the Work Order(s) shortly after the WIA Plan is updated, the following actions are planned to ensure there is no break in existing services while new services provided under the Master Agreement for Adult

Employment Services are pending:

- CSS plans to extend existing ADW contracts with contractors in good standing currently providing services in 12 of the 15 WIA service areas, as well as with three RR contractors providing services Countywide, for one year effective July 1, 2013. As these contracts have been in place for only four years, and federal law has a five-year time limit on contracts, they can be extended for one final year. Contractors in good standing are those without any unresolved audit/monitoring findings and/or questioned costs.
- As four existing ADW contractors currently providing services in three WIA service areas reach the end of their five-year time limit on June 30, 2013, CSS plans to release a Work Order to solicit agencies to provide existing ADW services for the three areas these contractors serve. The Work Order will not include the strategies that will be in the WIA Plan Update. The updated strategies will however be included in the Work Order released to re-procure the entire WIA ADW/RR system. Services provided under the Work Order for the three areas in question will be short-term, with the intent that they will expire once the entire WIA system is re-procured.

Attachment B reflects the current ADW/RR contractors whose terms will be extended for a final year, as well as the four existing ADW contractors whose contracts have reached the federal five-year time limit.

Monitoring

Beginning with FY 2003-04, CSS contracted with the Auditor-Controller to conduct fiscal and contract compliance monitoring for all of its contracts. CSS is responsible for ensuring, through its resolution process that the reported monitoring findings are resolved and training is provided to contractors, if necessary, and/or program policies are developed.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will allow for workforce services to continue being provided to residents of Los Angeles County. Additionally, with CSS utilizing the Master Agreement and Work Order process to award funds, more agencies will be competing for funds, and therefore diversifying CSS' workforce service providers.

CONCLUSION

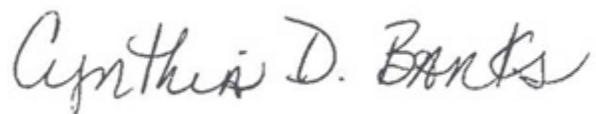
Upon Board approval, please e-mail one copy of the adopted board letter to Ms. Carol Domingo at CDomingo@css.lacounty.gov. If you have any questions, Ms. Domingo may be reached at (213) 639-6339.

The Honorable Board of Supervisors

3/19/2013

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Respectfully submitted,

A handwritten signature in black ink that reads "Cynthia D. Banks". The signature is written in a cursive style with a large, prominent "C" and "B".

CYNTHIA D. BANKS

Director

CDB:jv

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

FISCAL YEAR 2013-16 ADULT EMPLOYMENT PROGRAM SERVICES PROPOSED CONTRACTORS

Agency	SUP District***	Agency	SUP District***
Chinatown Service Center	1	South Bay Workforce Investment Board, Inc.**	2
Pacific Asian Consortium in Employment	1	Comprehensive Community Services of South Bay, Inc.**	2
City of Los Angeles - Community Development Department	1	Volunteers of America of Los Angeles	2
Maravilla Foundation**	1	Managed Career Solutions, Inc.*	2
Door of Hope Community Center**	1	Community Career Development, Inc.*	2
Goodwill Industries of Southern California*/**	1	Housing Authority of the City of Los Angeles	2
Hub Cities Consortium*/**	1	City of Compton Careerlink**	2
Mexican American Opportunity Foundation**	1	Didi Hirsch Psychiatric Service dba Didi Hirsch Mental Health Services	2
Southeast Area Social Services Funding Authority*/**	1	Los Angeles Mission College*	3
Human Services Consortium of the East San Gabriel Valley dba LA Works*/**	1	Jewish Vocational Service*/**	3
San Gabriel Valley Conservation & Service Corps.	1	Build Rehabilitation Industries	3
West San Gabriel Valley Consotium dba Career Partners*/**	1	UAW-Labor Employment and Training Corporation	4
Youth Policy Institute	1	Harbor Area Gange Alternatives Program	4
Archdiocese Youth Employment - Catholic Charities	1	Substance Abuse Foundation of Long Beach, Inc.	4
East San Gabriel Valley Regional Occupational Program/Technical Center	1	Centro CHA Inc.	4
Chicana Service Action Center*	1	Armenian Relief Society of Western U.S.A., Inc.	5
Arbor E&T, LLC dba ResCare Workforce Services*	2	City of Santa Clarita	5
Los Angeles Urban League, Inc.*	2	Antelope Valley Workforce Development Consortium*	5
Asian-American Drug Abuse Program, Inc.**	2	City of Palmdale*	5
Watts Labor Community Action Committee**	2	KRA Corporation****	N/A
Testimonial Community Love Center	2		

*Existing WIA Adult/DW Providers

** Existing WIA Youth Providers

*** Based on Agency Headquarters Address

****KRA Headquartered in Maryland

**PROPOSED WIA ADULT/DISLOCATED WORKER AND
RAPID RESPONSE CONTRACT EXTENSIONS**

Attachment B

Area	Supervisory District(s)	Agency	FY 13-14 Estimated Funding
ADW Contract Extensions			
Antelope Valley Area	5th	Antelope Valley Consortium	\$ 1,367,024
Central L.A. County Area	1st and 2nd	Hub Cities Consortium	\$ 2,224,059
Compton Area	2nd	Community Career Development	\$ 935,811
East San Gabriel Valley Area	1st, 4th and 5th	LA WORKs	\$ 2,337,566
Northeast San Fernando Valley Area	3rd	Los Angeles Mission College	\$ 218,960
Northeast San Gabriel Valley Area	5th	Managed Career Solutions, Inc API Mini Center	\$ 310,311
Palmdale Area	5th	City of Palmdale	\$ 763,266
Pomona Area	1st	Los Angeles Urban League	\$ 1,127,882
Southeast L.A. County Area	1st and 4th	Southeast Area Social Services Funding Authority (SASSFA)	\$ 1,354,892
West Hollywood Area	3rd	Jewish Vocational Services	\$ 180,485
West L.A. Area	2nd, 3rd and 4th	Jewish Vocational Services	\$ 432,544
West San Gabriel Valley Area	1st and 5th	Career Partners	\$ 726,846
		Managed Career Solutions, Inc.	\$ 726,846
TOTAL			\$ 12,706,492
Rapid Response Contract Extensions			
Entire L.A. County Area		Jewish Vocational Services	\$ 278,333
		SASSFA	\$ 278,333
		Goodwill Industries	\$ 278,333
TOTAL			\$ 834,999
Expiring Contracts*			
South Los Angeles Area	2nd and 4th	LA Urban League-South Central	
Central San Gabriel Valley Area	1st and 5th	Goodwill Industries	
East Los Angeles Area	1st, 2nd and 5th	Rescare dba Arbor E&T	
		Chicana Service Action Center	

* Five-year time limit expires 6/30/13